



**Office of the Mayor-President**

Purchasing Division  
City of Baton Rouge  
Parish of East Baton Rouge  
222 St. Louis St. 8<sup>th</sup> Floor Room 826  
P.O. Box 1471  
Baton Rouge, Louisiana 70821  
225-389-3259 FAX 225-389-4841  
[purchasinginfo@brgov.com](mailto:purchasinginfo@brgov.com)

**Kris R. Goranson**  
Director of Purchasing

**ADDENDUM NO. 4**  
**April 14, 2022**

Your reference is directed to: **File Number: 22-96224**

Solicitation Number: **A22-96224 Library Courier Services**

Scheduled to open: **April 19, 2022 at 11:00 am CST**

The following changes are to be made to the referenced solicitation:

The following Questions & Answers will be made part of the above referenced solicitation.

Schedule of installation language has been removed. **SCHEDULE of BID ITEMS, Page 17**, has been replaced with **SCHEDULE of BID ITEMS, Page 17 (2<sup>nd</sup> revision)**.

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

cc: Bid File 22-96224

[miduvall@brla.gov](mailto:miduvall@brla.gov)  
225-389-3259 x 3272

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Signature

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Date

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Company

## **ADDENDUM No. 4 – Questions & Answers**

### **A22-96224 Library Courier Services**

**Question 1:** Addendum 2 Item 003 asks for lead time, quantity, & total. Can you clarify the format of the response required? Is this an estimate of dollar amount for the special requests, if so, can you provide an average number of monthly or annual special requests and a basic scope of these requests?

**Answer 1: Format: non-dollar, numeric (number of days). Estimate of dollar amount for special requests: no, not applicable.**

**Question 2:** On page 21 of the proposal request is a sample agreement. Can you provide a copy of the actual agreement if the work is awarded or do you prefer we include a copy of our company's standard master service agreement?

**Answer 2: We provide the vendor awarded a copy of the agreement. The vendor awarded does not need to include a copy of their company agreement.**

**Question 3:** Addendum 2 asks for "Bidder must provide a complete schedule of installation of all items with this proposal", can you clarify what you are requesting? Are you asking for our implementation process and timeline?

**Answer 3: Schedule of installation language has been removed. SCHEDULE of BID ITEMS, Page 17, has been replaced with SCHEDULE of BID ITEMS, Page 17 (2<sup>nd</sup> revision).**

**Question 4:** Do the suggested routes run Monday through Friday or also run on the weekends?

**Answer 4: The suggested routes run only Monday through Friday.**

**Question 5:** We are planning on completing each daily stop from the main library to each secondary library location with a single driver. As long as we return to the mail library location after completing the stop at each other library by 14:00, is this acceptable?

**Answer 5: No. They need to be at the main library promptly from 8:45-9:00am to start their routes. North route should be back to the main library for 12:00-12:30 at the latest returning. Monday and Tuesday being the busiest day it's usually closer to 12:30, but Wednesday-Friday is usually around 11:45-12:00. South route is usually back to the main library about 10:15 or 10:30 for the first trip and 12:30-12:45 on the last route. 14:00 is too late to get back to the main library, because it will not give the shipping room pages time to get delivery done for the day.**

**Question 6:** With a requirement for hard copy submissions, bidders will need to finalize and ship proposals a few business days before the actual deadline. For this reason, will the City-Parish consider delaying the due date by at least three days to allow vendors time to review answers to questions, modify proposals, and print and ship to ensure timely delivery?

**Answer 6: No. All dates are as listed in the bid, or per addenda.**

**ADDENDUM No. 4 – Questions & Answers**  
**A22-96224 Library Courier Services**  
**(Continued)**

**Question 7:** Page 11, General: This states, "Proposals should also include company information such as background, experience, ability to handle this type of project, non-confidential financial information and any pertinent information to aid in the evaluation of the proposal."

- a. Please clarify if proposers are to submit a technical narrative to the items listed above and/or where this information should be included.
- b. Please clarify what should be provided for "non-confidential financial information" as our financial statements are considered confidential and should be treated as such.

**Answer 7:** a. Information provided by vendor on page 12 should be sufficient.  
b. Only non-confidential information should be provided.

**Question 8:** Please provide a proposal submission checklist of required items that should be submitted with the proposal from the bid package.

**Answer 8:** No checklist will be provided. All required vendor information should be submitted with bid.

**Question 9:** Page 17, Pricing: It states, "Bidder must provide a complete schedule of installation of all items with this proposal. Attach a detailed schedule of how it will be accomplished." Please clarify what you are looking for in terms of "complete installation of all items" and exactly what we should include in this "detailed schedule of how the items will be accomplished."

**Answer 9:** Schedule of installation language has been removed. SCHEDULE of BID ITEMS, Page 17, has been replaced with SCHEDULE of BID ITEMS, Page 17 (2<sup>nd</sup> revision).

**Question 10:** Can you please confirm the existing monthly price being paid?

**Answer 10:** The award information can be obtained by sending a public records request. To submit a request and/or any requests in the future, please go to: Request a Public Record | Baton Rouge, LA (brla.gov). When you are submitting a request for City/Parish records, please choose the box for "City Records Request."  
[https://brla.govqa.us/WEBAPP/rs/\(S\(mze1mn155mjxtapkzz0lghji\)\)/supporthome.aspx](https://brla.govqa.us/WEBAPP/rs/(S(mze1mn155mjxtapkzz0lghji))/supporthome.aspx) If you have any questions, you may call the Public Records Section at 225-389-3114.

**ADDENDUM No. 4 – Questions & Answers**  
**A22-96224 Library Courier Services**  
**(Continued)**

**Question 11:** What is the existing mileage rate over 2,200 miles?

**Answer 11:** The award information can be obtained by sending a public records request. To submit a request and/or any requests in the future, please go to: Request a Public Record | Baton Rouge, LA (brla.gov). When you are submitting a request for City/Parish records, please choose the box for “City Records Request.”  
[https://brla.govga.us/WEBAPP/rs/\(S\(mze1mn155mjxtapkzz0lghji\)\)/supporthome.aspx](https://brla.govga.us/WEBAPP/rs/(S(mze1mn155mjxtapkzz0lghji))/supporthome.aspx) If you have any questions, you may call the Public Records Section at 225-389-3114.

**Question 12:** Who is the incumbent contractor?

**Answer 12:** The award information can be obtained by sending a public records request. To submit a request and/or any requests in the future, please go to: Request a Public Record | Baton Rouge, LA (brla.gov). When you are submitting a request for City/Parish records, please choose the box for “City Records Request.”  
[https://brla.govga.us/WEBAPP/rs/\(S\(mze1mn155mjxtapkzz0lghji\)\)/supporthome.aspx](https://brla.govga.us/WEBAPP/rs/(S(mze1mn155mjxtapkzz0lghji))/supporthome.aspx) If you have any questions, you may call the Public Records Section at 225-389-3114.

## SCHEDULE of BID ITEMS

All work for Library Courier Service operational within calendar days after receipt of the award.

MONTHLY COSTS				
Service/Equipment Provided		Number of Months	Monthly Cost	Total Cost
Item 0001	Courier Service	12	\$_____	\$_____
COST PER MILE				
Mileage		Estimated Additional Miles	Cost Per Mile	Total Cost
Item 0002	Additional per mile charge over 2,200 miles. An additional rate for over 2,200 miles for special deliveries must be indicated. Estimated Additional Miles = 200 miles per month.	2,400	\$_____	\$_____
LEAD TIME				
Pickup		Days	Quantity	Total
Item 0003	Lead time must be indicated (how many days' notice they need to do a special pickup/delivery)	1	_____	_____
<b>TOTAL</b>				_____

**NOTE:** All prices shall include all supplies, fuel charge, and any other fee that may relate to the Specifications. Award will be based on the sum of Items 0001, 0002, and 0003.